



## **UPT EMERGENCY SERVICES ACADEMY PARENT INFORMATION PACKET**

Dear UPT Emergency Services Academy Family:

Welcome to Emergency Services Academy with Upper Providence Township Emergency Services & Parks and Recreation! We are delighted to serve you this summer and are sure you will enjoy this one of a kind camp experience that we have planned.

This packet contains important information regarding camp; **please read it thoroughly**. This handbook will provide general policies that pertain to our UPT Emergency Services Academy. Additionally, at the start of camp, you will be provided with a welcome email that contains all important information related to this camp.

If you have any questions regarding camp, please feel free to contact us at 610-933-9179 or [uptcamps@gmail.com](mailto:uptcamps@gmail.com).

We look forward to seeing you this summer!

Sincerely,

Upper Providence Township

Emergency Services & Parks and Recreation Staff

## 2025 UPT EMERGENCY SERVICES ACADEMY

The goal of this camp is to introduce the Cadets to the Emergency Services field. The UPT Emergency Services Academy Staff will introduce Cadets to, or enhance their understanding of Teambuilding, Teamwork, and Leadership. All three of these elements are life skills that the Cadets would need for a career in emergency services as well as in their everyday lives.

### STAFFING

The UPT Emergency Services Academy will be staffed by our first responders. We will operate with a 1:10 ratio.

### DROP-OFF & PICK-UP PROCEDURES

In the interest of safety for all campers, parents are asked to escort their child(ren) to and from the assigned area to sign their child(ren) in and out of camp. The system is simple but will require the cooperative efforts of parents and staff. Campers are expected to arrive at camp by 8:50am every day. We cannot hold up the activities of the day for late campers.

Please let the staff know, by way of a written note, if your camper(s) will be picked up by someone other than you. This individual will need to provide their driver's license to staff before your camper(s) will be released to them.

**Campers are expected to be picked up promptly at 4pm. A late pick-up fee of \$5.00 per camper will be incurred at every five-minute increment past the camp's ending time.** If you are running late, please call Bob Steininger, our Camp Coordinator, at 484-901-9191. Continued late pick-up may result in dismissal from the camp program without refund of registration fees.

### ABSENCES

Please notify Academy staff if your child will be absent by email at [uptcamps@gmail.com](mailto:uptcamps@gmail.com). If your child is absent due to a contagious condition, please notify the Parks and Recreation Department at [uptcamps@gmail.com](mailto:uptcamps@gmail.com), so that other parents may be notified that their child may have been exposed. Please consult with your physician before notifying this Department so that we may give accurate information.

### Academy RULES & REGULATIONS

Cadets are required to wear **sturdy, closed-toed shoes** each day. **Open toe/open heel shoes are not permitted.** This includes Crocs, slides, flip flops and all similar shoes. Cadets will be engaged in activities that our first responders would come across throughout their day. They need to be dressed appropriately to participate. Cadets may be required to wear pants and/or long-sleeved shirts.

Cadets will spend a good portion of the day outside learning from our First Responders. Cadets are encouraged to wear sunscreen & insect repellent during camp hours. Please have them apply sunscreen before arriving for the day. Cadets can bring sunscreen and insect repellent with them and apply it as needed. Please label bug spray & sunscreen with your cadet's name. **Please note:** Staff are **NOT** permitted to apply sunscreen or bug spray to the cadets. Staff will remind cadets to re-apply both sunscreen & bug spray to themselves throughout the day. In case of rain or excessive heat, cadets will be moved indoors.

Staff have a tentative activity planned for cadets that could include time on a boat on a waterway. All protective/safety equipment will be provided for cadets. First responders will be accompanying cadets while engaged in this activity.

The cadets are responsible for bringing their own lunch and refillable water bottle every day. It is recommended that lunch be packed in an insulated lunch bag, as refrigeration is not available. Lunches will be placed in a large cooler at drop off. Bags and refillable water bottles should be clearly marked with the Cadet's first and last name.

Cadets are responsible for helping to keep the park/firehouse areas clean. They are expected to clean up after snacks, lunch, and activities.

Our Emergency Services Staff will be monitoring bathroom breaks as well as supervising bathroom facilities from the outside. All Cadets must be able to use the restrooms unassisted.

Backpacks are permitted at the Academy, but we suggest that anything valuable be left at home. Please make sure all items are clearly labeled with the Cadet's first and last name. Neither Upper Providence Township, nor its staff, are responsible for lost, stolen or damaged property. The following list of items is prohibited at camp:

- **Electronics including CELL PHONES\*\*\***
  - Cell phones – The staff have access to a phone if parents need to be contacted. If a parent needs to reach their child or camp staff for any reason, please contact the Recreation Department at 610-933-9179.
- iPods/iPads/MP3 players/Kindle
- Video games (e.g. Nintendo DS/Switch/PS Vita, etc.)
- Knives, guns or any type of weapon
- Toy guns

\*\*\*If a cadet brings a prohibited item to camp, the item will be confiscated and returned to his/her parent at the end of the day. These items are prohibited to eliminate any disruption or safety concern that may arise from their use.

## **BEHAVIOR/DISCIPLINE POLICY**

Appropriate behavior is expected of all participants during all summer camp programs. Respectful interactions between program participants and staff are essential to having a successful program experience. Bullying, fighting, inappropriate behavior/language and continual disregard for camp policies and procedures will not be tolerated. Staff will do their best to redirect any misbehavior and resolve any issues to achieve a positive outcome for all involved. If positive outcomes cannot be achieved, or if a cadet exhibits continuous disruptive behavior, Upper Providence Township reserves the right to suspend or dismiss the cadet from the Academy without refund.

The following procedure – which emulates what fire, police, and EMS trainees experience - will be followed for behavioral infractions:

- First offense – cadets will receive a verbal warning.
- Second offense – cadets will be required to perform pushups, the number of pushups dependent on the severity of the infraction.
- Third offense – cadets will be required to run laps, the number of laps dependent on the severity of the infraction.

All infractions will be handled on a case-by-case basis. There are certain behaviors that may by-pass the above procedures and can result in immediate dismissal from the program.

## **MEDICAL INFORMATION**

It is extremely important that we have all necessary medical information concerning your child.

The responsibility for administering medications rests with the cadet's parent or legal guardian. **No camp staff is permitted to administer medication.** It is important that all medication be taken at home. No medication is to be sent to the Academy unless it is a prescription drug for preventive reasons or emergency conditions such as seizures, heart conditions, asthma, or allergy conditions.

These preventive or emergency medications may be sent to the Academy if the rules listed below are followed:

1. Note from the doctor stating the name of medication, how it is to be given, amount, time and diagnosis of illness. The medication must be presented in the original package with a prescription label attached.
2. Note from parent or legal guardian giving approval for the medication to be administered by the cadet under staff supervision.

### **SPECIAL ACCOMMODATIONS STATEMENT**

Due to the nature of this specialty camp, participants must be able to do the following activities for the cadets' & staff's safety:

1. Lift 20+ pounds.
2. Traverse uneven paths.
3. Safely enter, ride in, and exit boats.
4. Perform daily calisthenics.

### **REFUND POLICY**

No refunds will be issued for camp cancellations unless requests are made **in writing** prior to 14 days of the start of the camp program. Written notification should be sent to [uptcamps@gmail.com](mailto:uptcamps@gmail.com). All refunds are subject to a 15% processing fee. Reductions to the camp fee will not be granted due to absence from a field trip or other absences. No refunds or credits will be made after the start of camp.