



SOUTH FAYETTE T O W N S H I P

A Community Growing Together

South Fayette Summer Playground Camp Policies and Procedures

Camp Registration

Pre-registration is required. Camp can accommodate a MAXIMUM OF 50 CHILDREN PER SESSION. Space is limited, and sessions are filled on a first come, first served basis.

Registration Options

- Online: www.SouthFayettePA.com/recreation (credit card processing fees apply)
 - Create an account or log in to existing South Fayette Recreation Account
 - Must add each child to account and register that specific child
 - If registering for ALL DAY, you will register for BOTH morning and afternoon sessions for that day
- In Person: South Fayette Township Building, 515 Millers Run Road (cash or check only)

NO REGISTRATIONS WILL BE TAKEN OVER THE PHONE OR AT CAMP.

****No camp days may be held or paid for at a later time. Payment is required in full at the time of registration.****

Camp Cancellation and Date Exchange

Cancelations or Refund Requests

Enrollment is limited, and registration is on a first come, first served basis.

Requests for a cancellation or refund must be made online at www.SouthFayettePA.com/Recreation or submitted via email to recreation@sftwp.com.

Requests will NOT be taken in person, at camp, or over the phone. They must be submitted in writing.

The time and date stamp of the email will serve as the official time of your cancellation request.

The following rules apply for refund requests:

- **100% full refund by May 31**
- **50% refund after May 31**
- **NO refund 5 days or less before camp date**
- **NO refund on the day of, or upon any date after, camp date**
- **Refunds will NOT be given if:**
 - A child is sent home due to behavioral issues
 - A camper decides to leave early/before the end of camp day
 - Weather-related reason when camp is still offered on that day
 - Child is sick and either stayed home from camp, or was sent home from camp, due to fever or other ailments or injuries

Refunds are issued by staff within 2 weeks of requests. Please allow an additional 5 to 10 business days for credit card company processing. Credit card payments are issued back onto the credit card, minus processing fees. There are NO cash refunds. Cash payments are refunded by a check in the mail.

Date Exchange Requests

Date exchange requests must be made **at least 5 days before the camp date.**

Requests for date changes must be made online at www.SouthFayettePA.com/Recreation or submitted via email to recreation@sftwp.com. Requests will NOT be taken in person, at camp, or over the phone. They must be submitted in writing.

Please provide the following information with date change requests:

- Child’s name
- Date/s and session/s removing
- Date/s and session/s adding

The time and date stamp of the email will serve as the official time of your date change request. Date change requests are not guaranteed and depend on camp day availability. Date changes are not final until a confirmation email is received listing new dates. If your preferred date is not available, you may be considered for a different date or for a refund per the refund guidelines listed in this policy.

Camp Schedule & Drop-off/Pick-up Procedure

	Drop Off	Pick Up
Morning	9:00 AM – 9:30 AM	11:30 AM
Afternoon	12:30 PM – 1:00 PM	3:00 PM
All Day	9:00 AM – 9:30 AM	3:00 PM

*If child is not picked up within 10 minutes of designated pickup time, parent will be charged \$1 per minute thereafter. Charges will be placed on the parent’s South Fayette Township Recreation Account and billed via email.

Each day, you must sign in your child to camp. All campers must be escorted into camp and signed in by their parent/guardian. **No curbside drop-off permitted.**

Child must be pre-registered to be accepted to camp. **No campers will be accepted to stay at camp if their name is not listed on the sign-in sheet/roster.**

NO REGISTRATIONS WILL BE TAKEN AT CAMP.

At the end of each camp day, campers MUST be signed out by an ADULT. Children will not be released to anyone other than the individual(s) you designate. **Anyone picking up a camper must be prepared to show a photo ID.** At the time of camp registration, you will be asked for *Pick-up Authorization*, listing any individual that has permission to pick up the child at camp. You may update the *Pick-up Authorization* any time before camp begins by emailing recreation@sftwp.com. Please be ready to provide the contact's name and phone number.

Park Pick-up/ Drop-off Locations

- ***Fairview Park (129 Greenwood Drive, South Fayette PA 15017)***
Drop-off/Pick-up Location: Fairview Park Rotary Pavilion
Directions: Follow park entrance road past both ball fields. Continue up the hill past the flag pole. Rotary Pavilion is on your right.
- ***Morgan Park (515 Millers Run Rd, South Fayette, PA 15064)***
Drop-off/Pick-up: Morgan Park Concession Stand
Directions: Morgan Park is located around the back of the South Fayette Township Building/Police Station/Library and the Public Works building
- ***Boys Home Park (2121 Ridge Rd, South Fayette, PA 15071)***
Drop-off/Pick-up: Boys Home Pavilion
Directions: Pavilion is located in the middle of the park, which is accessed from Battle Ridge Road/Route 978, Boys Home Road and Ridge Road. Go to the bottom of the hill to the park entrance.

What to Bring

We ask that you apply sunscreen and bug spray to your camper BEFORE arriving at camp.

Campers should wear & bring:

- Layers, including a sweatshirt or jacket for chilly mornings
- Sunscreen
- Closed-toed shoes (please no flip-flops)

Each day, campers need:

- Water in a reusable container
- Any medications
- Bag or backpack to carry belongings
- FRIDAYS ONLY: Towel and extra clothes
- ALL-DAY CAMP: packed lunch

Optional

- Hat
- Sunglasses
- Mosquito repellent

What NOT to bring or wear:

- Clothes and shoes you do NOT want to get muddy/ruined
- Electronics (phone may be sent but must be left in camper's bag)
- Valuables

Camp Snack and Lunch

South Fayette Summer Playground Camp is NUT-FREE. Please do not send any snack or lunch items that may contain any type of nut (peanut, walnut, etc.).

Campers attending all-day sessions must provide their own snack/lunch. Campers should have enough appropriate food to nourish their minds and bodies for an active camp day. Lunchtime for full-day campers is between 11:30 a.m. and 12:30 p.m.

A snack will be provided once during the morning session and once during the afternoon session.

Emergency Information

Part of your registration includes the completion of the important "Pick-up Authorization" for your camper(s). This instructs staff on who is permitted to pick up the camper. Additional emergency contacts can be added to your South Fayette Recreation Account at any time by logging in at www.SouthFayettePA.com/recreation.

Inclement Weather

The safety of all campers is a top priority. Each camp site has a shelter in case of light or moderate rain.

If severe weather is predicted and camp can be moved indoors (if space is available), email correspondence will be sent out before 8:00 a.m. on the day of camp. If camp is canceled, emailed correspondence will be sent before 8:00 a.m. on the day of camp, and a refund will be issued in the original form of payment.

If severe weather occurs after camp has begun, parents will be contacted by email and phone to pick up the child early.

Camper Illness & Medications

The only medications administered to campers will be any that the camper's parents/guardians have determined prior to camp. At the time of camp registration, you will be asked for the child's allergies or medication requirements. Medicine may be given to the Head Camp Counselor at the time of drop-off.

Minor first-aid treatment (band-aids, scrapes, insect bites, stings, etc.) may be provided at the discretion of the certified, trained camp staff.

We ask that if your child is not feeling well that you keep them at home to aid in their recovery and help prevent other children from becoming ill. For the health and safety of your camper, other campers, and the staff, campers who have or had a fever within the 24 hours prior to coming to camp will not be allowed at camp.

In case of illness, please email recreation@sftwp.com to inform the staff that your camper will not be attending. In case of a serious, contagious illness, a doctor's note is required for the camper to return to camp.

Lost & Found

Jackets, sweaters, lunch boxes, etc. left behind by campers will be kept for a few weeks after your child's camp. Ask any of our staff if you need to check the lost and found. While the camp staff and volunteers make every effort to ensure that no items are left behind or lost, South Fayette Township is NOT responsible for any articles that you choose to send with your child to camp.

Camp Contacts

South Fayette Parks & Recreation Department

Paula Willis, Parks & Recreation Director

pwillis@sftwp.com / 412-221-8700 x 217

Parks & Recreation Staff

recreation@sftwp.com / 412-221-8700 x 222